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MayDay

SAVING OUR HERITAGE

MAY 1 • 2015

PREPAREDNESS PROTECTS OUR HERITAGE

May Day Preparedness Tips!

Disaster preparedness doesn't have to be difficult! You can take simple steps throughout the year toward your goals. Why not start this MayDay? Here are some suggestions from MayDay 2015:

1. #MayDay2015 is approaching and it's time to do one thing for emergency preparedness. Do you need to update your disaster plan? Invite your first responders to tour your facility? Restock your emergency supply kit? Check out our resource page, and comment below to let us know what you'll be doing for May Day!
<http://www.conservation-us.org/foundation/initiatives/may-day#.VSGC11xWy0t>
2. One of our favorite resources for creating your emergency plan is dPlan. It's a free site that will help you collect the data you need and then assemble it into a printable plan for you. It's a great resource for #MayDay2015.
Check it out at www.dplan.org
3. Last year for #MayDay2015 at the [Historic Fourth Ward School Museum](http://fourthwardschool.org) in Virginia City, Nevada, staff, volunteers, and interns met to discuss possible emergency situations. They reviewed and updated their emergency manual, making sure all personnel clearly understood the steps to be taken in various emergencies. What are you planning on doing this year?
<http://fourthwardschool.org>
4. Here's a handy tip for #MayDay2015. Decide which objects in your collections are your highest salvage priorities, and then mark their locations with reflective tape to make them easy to find during a disaster.
5. In order to create an effective emergency plan, you need to know what risks threaten your area. The U.S. Geological Survey provides information on the natural disasters that threaten your

region. Becoming familiar with your risks is an essential part of disaster planning.
http://www.usgs.gov/natural_hazards/

6. #MayDay2015 is just around the corner, and it's time to do one thing for emergency preparedness. Last year, The **Museum of Cultural and Natural History at Central Michigan University** held a disaster preparedness workshop featuring three presentations and hands-on activity stations. During the workshop, participants learned how to use a fire extinguisher, how to separate wet paper collections, how to purchase last minute supplies during an emergency, and how to identify theft and vandalism from an open display exhibit.
7. There are many great free resources for emergency preparedness. The Council of State Archivists Pocket Response Plan is a way to fit your plan into your wallet so you can carry it with you all the time. Check it out at <http://www.statearchivists.org/prepare/framework/prep.htm>
8. #MayDay2015 falls during Preservation Week this year. The @American Library Association will be holding a free webinar Disaster Response Q&A on May 1 to celebrate. Register today at <http://www.ala.org/alacts/confevents/upcoming/webinar/050115>
9. #MayDay2015 tip: You should keep several copies of your disaster plan offsite so that it's available even if you can't access your building. One great place to keep copies is in the trunk of your car along with a box of your personal disaster supplies, like disposable gloves, a clipboard and pencils, rubber boots, and non-perishable snacks.
10. #MayDay2015 spotlight: The Treasure Caretakers project trains Buddhist monks and nuns in Asia to protect their heritage by digitally documenting it, creating inventories, assessing risks and writing disaster plans. Hazards threatening the treasures of Buddhist monasteries include theft, earthquake, flood, fire, armed conflict, and political upheaval. Read more at: <http://treasurecaretaker.com>
11. A tabletop exercise allows you to practice disaster scenarios with staff members at your institution without actually having a disaster. You and your colleagues sit at a table and discuss possible responses to a proposed scenario, using your emergency plan to dictate your actions. Afterwards, you debrief to determine what worked and what didn't, so that you can modify your emergency plan, if needed. The Library of Congress has several scenarios to be used for tabletop exercises available on their website. Taking a couple of hours to talk through one or two of them would be a great #MayDay2015 project!
<http://www.loc.gov/preservation/emergprep/plan/scenariosII.pdf>
12. A classic emergency recovery resource that is at home in every library, museum or archives disaster plan is the WAAC Salvage At A Glance chart. It gives brief directions for how to salvage almost any type of artifact. For #MayDay2015, if you don't have a copy, why not download it now and add it to your disaster plan?
<http://cool.conservation-us.org/waac/wn/wn19/wn19-2/wn19-207.html>

13. Even with an emergency plan, it may take a long time to recover from a major disaster. Read about how the University of Hawaii's library has recovered 10 years after a major flood.
14. It's very sad that there has been a major disaster during the run up to #MayDay2015. This weekend's earthquake in Nepal is a vivid reminder of the importance of having an emergency plan. This map is trying to collect information on damage to cultural heritage institutions and landmarks. So far, the information is slim, but expect more in the days to come.
<https://kathmanduculturalemergency.crowdmap.com/main>
15. A mock salvage exercise is a fun, low-pressure way to try out techniques for saving water-damaged collections materials. An exercise can take some planning, but will pay off in a staff that is prepared to safely handle wet materials when they need to. Consider trying one for #MayDay2015. This article has some helpful tips.
<http://marchesnetwork.org.uk/2014/07/23/emergency-salvage-workshops/>
16. Maybe you're updating your disaster plan for #MayDay2015. If so, make sure you include the phone number for AIC-CERT in your list of contact. The American Institute for Conservation - Collections Emergency Response Team (AIC-CERT) responds to the needs of cultural institutions during emergencies and disasters through coordinated efforts with first responders, state agencies, vendors and the public. Volunteers can provide advice and referrals by phone. Just call (202) 661-8068.
Read more about AIC-CERT at <http://www.conservation-us.org/publications-resources/disaster-response-recovery/aic-cert>
17. Have you checked your emergency supplies for #MayDay2015? Would you like to know more about the types of equipment, tools and supplies that would be useful in a disaster situation? This Conserve-o-Gram from the National Park Service is a wonderful reference.
<http://www.nps.gov/museum/publications/consveogram/21-02.pdf>
18. Today is #MayDay2015! It's the cultural heritage community's day to do one thing for emergency preparedness. Last year, the Ellenburg Public Library in Ellenburg, WA installed water alarms at floor level that connect via phone lines to their community's emergency response headquarters to give them early notice of water incursions.
19. Friday was #MayDay2015, but we're not done talking emergency preparedness. Join us the rest of May for more tips and tricks for making sure you're ready for anything that endangers your collections!
<http://www.conservation-us.org/foundation/initiatives/may-day/join-the-mayday-movement>
20. Did you miss our #MayDay2015 webinar on salvage and recovery after an emergency? It's not too late to watch the recording of Susan Duhl walking you through what it takes to survive a disaster. Check it out today!
<http://www.connectingtocollections.org/after-disasters/>

21. #MayDay2015 trivia—Did you know that mayday comes from the French *m'aider*, which means come help me? Coordinating with your local peers so that you have a group to call to help when you have an emergency is a great way to make sure you have enough manpower and supplies during a disaster. Learn more about local disaster response alliances here. If you don't see one to join, why not get together with other institutions and create your own?

<https://www.heritagepreservation.org/PROGRAMS/TFDisasterNetworks.html>

22. Just because you missed doing something for #MayDay2015 doesn't mean it's too late to do something now. Check out this list of ideas for emergency preparedness projects from the @Society of American Archivists and choose just one to do today!

<http://www2.archivists.org/initiatives/mayday-saving-our-archives/ideas-for-mayday-activities>

23. Today's post is from AIC-CERT member Vicki Lee:

"I was a first responder during the Flooding of the Cedar River in June 2008. We went to 3 different locations in the Cedar Falls area and the institution that had the least residual damage was also the one with the Disaster Plan!

The Cedar Falls Historical Society and Ice House had a well thought out and organized Disaster Recovery Plan. They sand bagged their riverside building, The Ice House Museum, to 6 feet but when the water came over the bags they still had options because they had more in their plan. There was an empty medical office suite which they received permission to use while waiting for the water to recede. Once the water receded they began moving damaged object into the waiting room of the offices as the pieces were processed and decontaminated. As collections were worked through they were placed in examination rooms as finished - items from the Movie Theater display in one room, the Optometrist office in another and so one. Then items could be checked against the registrar's inventory and be boxed and put on shelves. Most displays lost few items and the disaster plan had worked because of it's forethought and flexibility."

24. If your resolution for #MayDay2015 was to write a disaster plan, you have a big job ahead of you. Luckily, there are lots of resources out there that can help. The Getty's *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions* is a comprehensive guide, and it's available to download for free. Even if you have a plan, you might find some new tips and tricks!

http://www.getty.edu/conservation/publications_resources/pdf_publications/pdf/emergency_plan.pdf

25. One thing to think about before you have a collections disaster is how you'll take care of your own health and safety during the salvage and recovery process. The AIC's wiki has great coverage of how to make sure you remain safe. Remember—people are always the first priority in a disaster. Read more at [#http://www.conservation-wiki.com/wiki/Health %26 Safety: Health and Safety in Emergency Response](http://www.conservation-wiki.com/wiki/Health_%26_Safety:_Health_and_Safety_in_Emergency_Response) #MayDay2015

26. We hear time and time again that having a disaster plan in place is key for successful recovery. This article about AIC-CERT member Nancy Kraft's work in Iowa and the long recovery process makes the point again. If you haven't updated your disaster plan for #MayDay2015, what are you

waiting for? <http://www.press-citizen.com/story/news/local/2015/04/20/cedar-rapids-museums-flood-damage/26078479/>

27. Some things you can do for #MayDay2015 are remarkably simple. This list of 10 risk evaluation and emergency preparedness tips contains several ideas that will only take a couple of minutes to accomplish, but might pay off hugely if you have an emergency.
http://www.heritagepreservation.org/REPP/docs/REPP_Preparedness_Tips.pdf
28. Do you have a contract in place with a disaster response firm? If you have a major disaster, they can help dry out your building, clean up the mud, and even freeze dry your books. We recommend talking to several firms who work in your area and making arrangements so that you can call them as soon as you need them. In most cases, there is no cost to you. For #MayDay2015, check out Conservation Online's list of companies and see who might be able to help you.
<http://cool.conservation-us.org/misc/commercial.html#disaster>
29. Here's a quick and easy #MayDay2015 emergency preparedness tip. Replace any stained ceiling tiles with new ones. That way, it will be easy to tell if any new leaks start, and you can catch them early before they become major problems.
30. Did you know that our allied organization the Society of American Archivists is also celebrating #MayDay2015? Check out their excellent resources here:
<http://www2.archivists.org/initiatives/mayday-saving-our-archives>
31. If you're ever in a large-scale disaster, you may have to work under FEMA's Incident Command System. A great #MayDay2015 project would be to take FEMA's free online training so you understand the ins and outs of how their emergency response organizational structure works.
<http://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>
32. Do you have a quick procedures manual that all staff have access to during an emergency? For #MayDay2015, check out the National Park Service Conserve-o-Gram on creating an Emergency Flip Chart for ideas on how to make your own, and then keep one by every telephone.
<http://www.nps.gov/museum/publications/consveogram/21-11.pdf>
33. Have you visited the AIC's emergency preparedness and response wiki yet? It's a good collection of information that you can use both before and after a disaster. For #MayDay2015, add it to your bookmarks so that you have it available when you need it!
http://www.conservation-wiki.com/wiki/Emergency_Preparedness_Response
34. It's just as important to plan for your business, as it is to plan for your collections. In an emergency, an business continuity plan will help you maintain essential operations. Check out www.artsready.org for assistance on creating a plan. #MayDay2015

35. In honor of #MayDay2015, the National Postal Museum created a matching game for visitors that teaches about the 10 Agents of Deterioration, and plan to repeat the event monthly. Read more about it here: <http://postalmuseumblog.si.edu/2015/04/mayday-2015-at-npm.html>
36. For #MayDay2015, the Brooklands Museum in the UK hosted emergency services vehicles and drew a crowd of over 5000 people. Check out some of their videos on their YouTube channel. It looks like the event was a blast! <https://www.youtube.com/playlist?list=PL705723AD60FF7E1E>
37. A quick emergency preparedness for #MayDay2015: You probably have first aid kits in your facility, but are they properly stocked with all the supplies you need? In a disaster, you want to make sure you have a complete first aid kit, so it's a good idea to include a "disasters only" first aid kit in your disaster supplies. Don't forget to check the expiration dates annually to make sure everything is still safe to use!
38. We have reached the end of our #MayDay2015 activities! Thank you to all who participated, and to Polygon, who sponsored the project this year. Please let us know what you did for emergency preparedness this year, and remember—it's not too early to be planning next year's May Day project! <http://www.conservation-us.org/foundation/initiatives/may-day>



All activities hosted by the Foundation of the American Institute for Conservation for MayDay 2015 are sponsored by Polygon Group (<http://www.polygongroup.com/us/>), offering document recovery, emergency planning services, property damage restoration, and temporary humidity control across the globe.